

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Community Nutrition Programs
Child and Adult Care Food Program

Guidance Memorandum 3A - For Child and Adult Care Food Program Sponsoring Organizations and Independent Centers

Topic: Claim Submission

Effective Date: October 2008

Claim Submission

Institutions (sponsoring organizations and independent centers) submit monthly Child and Adult Care Food Program (CACFP) reimbursement claims to the Department of Public Instruction (DPI). The reimbursement claim must include an accurate report of enrollment by need category for the month, an accurate record of the number of meals/snacks meeting CACFP requirements served during the month, an accurate record of average daily attendance, and an accurate record of the number of days of meal service. Reimbursement claims are due by the 15th day of the month following the month for which they apply. Federal regulations impose a claim submission deadline of 60 days after the end of the month for which the claim applies. For example, an October claim is expected to be submitted by November 15, and cannot be paid if it arrives later than December 30. *An original reimbursement claim that is not received by DPI by the 60-day deadline date cannot be paid without a special exemption.* An amended claim for a larger dollar amount also must receive a special exemption if it is received later than 90 days after the end of the month for which the claim applies.

All reimbursement claims must be supported by adequate documentation at the institution level. These records must be maintained by the institution for at least three years beyond the end of the fiscal year to which they pertain; except that, if audit findings have not been resolved, the records must be retained as long as required for the resolution of the issues raised by the audit.

Reimbursement Claim Forms

The enclosed reimbursement claim (PI-1489-A, Rev 10-08) must be used by for-profit centers and any private non-profit center that submit claims by fax or mail. The *Instructions for Completing the Reimbursement Claim Form-Adult Care Component* (Rev.10-08) are also enclosed. Both the reimbursement claim form and instructions are also available electronically on the DPI website. Sponsoring organizations must report data on a site by site basis on the back of the claim. The totals are then transferred to the front of the claim form.

Calculating Enrollment Data

The monthly enrollment data must be obtained from the Household Size-Income Record which indicates all eligible participants enrolled in the center during any part of the month by the correct need category (Free, Reduced, or Non-needy) (see *Guidance Memorandum 1A*). The total enrollment must only include individuals who meet the participant eligibility criteria of the adult component of the CACFP (see *Guidance Memorandum 6A*).

Calculating Average Daily Attendance (ADA)

Using the daily attendance records, **NOT** meal count sheets, determine the number of eligible participants in attendance each day the site was open and serving meals. Then add up each day's total to get a monthly total. Divide the monthly total by the number of days of service that month to determine the ADA. Round any fractions up to the next whole number. For sponsoring organizations, calculate the ADA on a site-by-site basis for each month using the above calculation. Add each site's ADA for the total ADA to be included on the front of the claim form.

Internet Claiming

Public and private nonprofit agencies are strongly encouraged to submit CACFP claims for reimbursement (PI-1489-A) electronically, using the Internet. For-profit adult care agencies and sponsors of for-profit adult care sites are not able to use the Internet site for claims submission. These agencies must continue to submit claims manually because of the need for Title XIX and XX eligibility documentation for each for-profit site.

A copy of the Internet Manual with detailed instructions for Internet claim submission is available at <http://dpi.wi.gov/fns/doc/claimsinternet.doc>. To obtain a login please contact either Jacque Jordee at 608-267-9134 or Angie Moen at 608-267-9196 for assistance. All agencies that file a monthly claim online must retain a paper copy of the confirmation page from the internet (the one with the calculated reimbursement amount) as well as all documentation to support the figures that were submitted over the internet, including the calculation of the Average Daily Attendance. These records must be made available for review by DPI, USDA, or other state officials and must be maintained for 3 years plus the current year of the month that the claim represents.

In addition, any updates, revisions, or claims filed after the 60 day deadline must be filed using the paper claim form (PI-1489-A). These types of claims cannot be submitted via the internet. The paper claim form can be faxed to the Fiscal Aids and Audit (FAA) section at DPI at the current fax number 608-267-9207.

Invalid, Incomplete, or Inaccurate Claims for Reimbursement

Effective Federal Fiscal Year 2006 (October 2005 Reimbursement Claim) the DPI will no longer accept verbal corrections to invalid, incomplete or inaccurate reimbursement claims for payment. If an invalid, incomplete, or inaccurate claim is received it will be returned to your agency for correction. The corrected claim must be returned to the DPI within 60 days from the last day of the claiming month in order to be processed for payment. A claim is determined to be invalid, incomplete, or inaccurate if the Reimbursement Claim form (PI-1489-A) meets one or more of the following criteria:

- Total enrollment does not equal Non-needy + Reduced + Free categories;
- Enrollment data is incomplete or has been left blank;
- Enrollment data reported on page 1, of claim form PI-1489-A, does not equal the enrollment data on page 2, of claim form PI-1489-A, if more than one site is reported;
- Number of Days of Service is greater than number of days approved on contract;
- Incorrectly reported type(s) of site(s): Non/profit/Public or For-profit
- Average Daily Attendance calculated incorrectly;
- Total number of meals does not equal meals reported for Breakfast + AM Snacks + Lunch + PM Snacks + Suppers + Additional Snacks;
- Claiming for unapproved meal service(s);
- Total meal(s) reported on page 1, of claim form PI-1489-A, does not equal the total meal(s) on page 2 of claim form PI-1489-A, if more than one site is reported;
- Meal total(s) by meal type are greater than ADA x Number of Days of Service;
- Number of Days of Service reported on page 1, of claim form PI-1489-A, does not equal the highest number of days of service on page 2, of claim form PI-1489-A, if more than one site is reported;
- Average Daily Attendance on Page 1, of claim form PI-1489-A, does not equal the total Average Daily Attendance on page 2, of claim form PI-1489-A, if more than one site is reported;
- Agency has more than one site but did not complete site detail on page 2, of claim form PI-1489-A;
- For-profit site – not eligible by Free/Reduced price enrollment data given; 25% rule not satisfied – need Title XIX or XX documentation
- Claiming for Unapproved / Invalid site(s);
- Claim form not signed;
- Claim form not signed by Authorized Representative or authorized signor;
- No valid license on file with DPI for the claiming site(s);
- Any other issue that makes the claim incomplete, invalid or inaccurate.

An agency will be allowed one opportunity within a 12 month period to verbally correct any inaccuracy listed above. If more than one invalid, incomplete or inaccurate claim is received within a 12 month period or if an attempt by the DPI to verbally correct the error(s) is unsuccessful, the reimbursement claim will be returned to your agency for correction.

Please note: This procedure does not apply to monthly reimbursement claims that are successfully submitted via the Internet Claiming system.

Additional Requirements for Sponsoring Organizations

Meal Claim Edit Checks

Edit checks are used to identify potential problems. Problems identified by the edit check process should lead to a closer examination and/or correction of a sponsored facility's meal counts. Sponsors must have monthly edit checks in place to ensure, prior to the submission of the consolidated claim, that each facility has been approved to serve the meal types being claimed; the number of meals claimed by a facility does not exceed the number derived by multiplying approved meal types times days of operation times enrollment; and block claims are detected. A block claim is a claim on which the number of meals claimed by a facility for one or more meal types is identical for 15 or more consecutive days in the claiming period.

See *Guidance Memorandum 5A* for more information about edit checks, a method to document that the edit checks have been completed for each site each month, and the follow-up action that is required when block claims are detected.